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## Approved For Release 2001/08/14: CIA-RDP80-01370R000200100014-4

Data Area	EMPLOYEE DATA	Serial No.		Employee (I			Office Seas Addre		Building	Office F		Category Telephone	
1 1	ADDRESSEE DATA	Name of Emergency Addressee  Smergency Addressee's Home Address (Number, Street, City, 7one, State)							Relations	ship	Addressee's Home Tel. No  Code Designee Witting of Agency Employment?		
In)	TASTROCTIONS	REPORTING CHANGES: Using Form 642 maintained in the Office File, fill in ONLY items affected in items 1 through 13 and not reasons for changes in "Remarks". For change to OVERSES ADDRESS, complete items 1, 2 and 1 (For W-2 Purposes). Completion, certification and forwarding to Machine Records Division.  COR NOW EMPLOYEES: Fill in items 1 through 13 and write "NEW EMPLOYEE" under "Remarks", using blank form 642. Select from "LIMITATION CATEGORY" the category indicating extent information may be used. Write appropriate category number in box provided.  Peview items for accuracy and currency; then certify below. Send immediately to Machine Records Division. For security and administrative reasons, it is imperative that all changes, additions and/or deletions be reported promptly.  SPACE BELOW FOR REPORTING CHANGES AND ADDITIONS ONLY  1. Serial No. 2. Name of Employee (Last-First-Middle)  3. Office/Division—Room No.—Building—Office Telephone											
(When Filled	DATA	4. Home Addres					ļ					e Telephon	
SECRET	888	6. Name of Emergency Addressee 7. Relationship 9. Emergency Addressee's Home Address (Number, Street, City, 7one, State)								8. Addressee's Home Telephone No.  10. Is Designee Witting   Voc			
C 11	11. Remarks  Employment ? No  12. Signature of Approving Admin. Officer											Officer ©	
	1 - List in Agency phone directory. Record in telephone and mail rooms for all inquiries.  2 - Do NOT list in Agency phone directory. Record in telephone and mail rooms for all inquiries.  3 - Do NOT list in Agency phone directory. Record in telephone and mail rooms for intra-Agency inquiries only.  4 - Record in master locator file for AUTHORIZED ENERGENCY USE ONLY.												

DRAFT OF REVISED FORM 642, PERSONNEL EMERGENCY AND LOCATOR RECORD (formerly "Personnel Information Card")
DIMENSIONS: 8 x 5 inches overall, including non-detachable pinfeed punch margin.

(8 April 1960)